# Adverse Incident Reporting Quick Reference Sheet

## System Requirements and Browser Settings:
- **Firewall Settings** may need adjusting to allow the web application to display.
- Internet Connection
- Internet Browser:
    - Microsoft Internet Explorer 6.0 or newer - Recommended
    - Firefox – current version
- Disable all Pop-Up blockers

## Contacts:

**Application How To Questions & Security Access:**     **Questions about the Policies and Guidelines:**

KDOA Help Desk
Phone:  (*785) 296-4987 or (800) 432-3535*
E-Mail:  HelpDesk@kdads.ks.gov

## Accessing the Application:
1. Access the KDOA Provider Information Resource Web Site. - www.aging.ks.gov
2. Click the **Web Applications** button under the "Applications Link" section.

## Logging-In:
Once the Login page is displayed.
1. Type the **User Name**.
2. Type the **Password**.
3. Click the **OK** button.
4. Click on the **AIR** button.

## Create an AIR Report:
1. Data enter all required fields.  Required fields are noted by the red star next the label.
2. Click the **Create** button.
3. If additional information is data entered, click on the **Apply Changes** button to save.
4. When data entry is complete, click the **Submit the Report to KDADS** button.
5. All fields will become disabled.

## Provider Reports Submitted Navigation Tab: (On the right side of the application window)
The report displays a listing of all the customers with reports that are associated with the users Organization.

## Logging-Out:
When you will not be using the application for a period of time, the program should be closed for security reasons.
1. In the upper right corner of the window click on the **Logout** link.